



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

GRAY DAVIS, Governor

DEMETRIOS A. BOUTRIS, California Corporations Commissioner

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: January 17, 2003

****DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE TO DOC EMPLOYEES CURRENTLY IN THIS CLASSIFICATION OR HAVE TRANSFER OR LIST ELIGIBILITY TO THIS CLASSIFICATION OR EMPLOYEES WITH SURPLUS OR SROA STATUS****

CLASSIFICATION: OFFICE TECHNICIAN (TYPING)
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: Until Filled

SALARY: \$2390 - \$2905 per month

POSITION LOCATION: OMB - Business Services & Program Support Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direct supervision of the Office Services Manager I, the Office Technician (Typing) is responsible for updating and accessing the Central Index System and the electronic filing system (CalEASI), reviewing filings for completeness, accuracy and corresponds with the public to correct deficiencies. Researches filings for the public regarding status of filings. Acts as a resource person for more difficult issues on inputting the notice filings. Provides support backup for the Reception Unit. Other duties may include corresponding to applicants to obtain corrections to their filings, retrieving files for review by the public or other members of the Department. Respond to incoming telephone calls for information and status of filings.

DESIRABLE QUALIFICATIONS

- ◆ Good attendance record.
- ◆ Ability to work independently with minimal supervision.
- ◆ Must provide courteous and reliable service.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Good organizational skills; ability to adjust to shifting priorities and meet deadlines.
- ◆ Familiarity with PC (Excel, Word, etc.).
- ◆ Ability to establish and maintain effective working relationships.

WHO MAY APPLY—DOC EMPLOYEES CURRENTLY AT THE OFFICE TECHNICIAN (T) LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Linda Tessmer at (916) 324-6271 or CALNET 8-454-6271. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#01-OMB0044** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#01-OMB0044)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#01-OMB0044 cm

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.